Workshops
August – December 2014

⭐ **Park City Employment Center**
1960 Sidewinder Dr. #103 • Park City
435-649-8451

Register for reserved seating. Walk–ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills

RESUMÉ WRITING/OPEN RESUMÉ LAB:

August 21	3:00 PM–4:30 PM
September 18	3:00 PM–4:30 PM
October 16	3:00 PM–4:30 PM
November 20	3:00 PM–4:30 PM
December 18	3:00 PM–4:30 PM

INTERVIEWING SKILLS:

August 7	3:00 PM–4:30 PM
September 4	3:00 PM–4:30 PM
October 2	3:00 PM–4:30 PM
November 6	3:00 PM–4:30 PM
December 4	3:00 PM–4:30 PM

JOB SEARCHING WITH TECHNOLOGY:

August 28	3:00 PM–4:30 PM
September 25	3:00 PM–4:30 PM
October 23	3:00 PM–4:30 PM
November 27	3:00 PM–4:30 PM

NETWORKING STRATEGIES:

August 14	3:00 PM–4:30 PM
September 11	3:00 PM–4:30 PM
October 9	3:00 PM–4:30 PM
November 13	3:00 PM–4:30 PM
December 11	3:00 PM–4:30 PM

EMPLOYMENT ESSENTIALS:

August 19	8:30 AM–10:30 AM
September 16	8:30 AM–10:30 AM
October 21	8:30 AM–10:30 AM
November 18	8:30 AM–10:30 AM
December 16	8:30 AM–10:30 AM

RESUMÉ WRITING/OPEN RESUMÉ LAB: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • jobs.utah.gov